

Town of Bluffton Strategic Plan FY- 2016 Action Agenda								
Task	Responsible Department	Priority	Funded	Project Start	Project Completion	Town Council Policy Date	Percentage Complete	Notes
POLICY INITIATIVES								
Neighborhood Assistance Program	Growth Management	Top	Yes	FY12	Ongoing	June, 2016	Ongoing	Annual ongoing program. Amended Neighborhood Assistance Program to expand abatement assistance and added private road repair funding. 13 home repairs, 1 abatement, 2 private drives repaired, 23 septic systems maintained and pumped at owners request. Total neighborhood assistance program funding spent and/or encumbered for FY16.
Oyster Factory Park Master Plan	Growth Management	Top	Yes	7/1/2015	9/31/2015	July, 2015 - Workshop / September, 2015	100%	Master Plan update includes day dock, expanded boat ramp, parking lot, treehouse, public walkways, and other site improvements.
Oyster Factory Park Operating Agreement and Memorandum of Understanding with Beaufort County	Growth Management	Top	Yes	9/1/2014	9/31/2015	September, 2015	100%	Beaufort County Approval - August, 2015/Town Council Approval - September, 2015.
Calhoun Street Dock Operating Agreement Memorandum of Understanding with Beaufort County	Growth Management	Top	Yes	9/1/2014	9/31/2015	September, 2015	100%	Beaufort County Approval - August, 2015/Town Council Approval - September, 2015.
Community Events: Evaluation Report, Direction	Police	Top	Yes	7/1/2015	6/30/2016	March, 2016 - Workshop / April, 2016	100%	Streamlined Community Events application and review process. Town Council to consider amending Municipal Code Provisions to provide clarify of Town Code in FY 2017.
Community Park on the May River	Growth Management	Top	No	7/1/2015	TBD	TBD	25%	Negotiations underway.
Eagle's Field Community Partnership Agreement	Growth Management	High	Yes	7/1/2015	6/30/2016	September, 2015	100%	Memorandum of Agreement executed on November 19th between Town of Bluffton and Eagles Field Action Committee. Preliminary work plan outlined in Memorandum of Agreement is underway.
Historic/Heritage Tourism Development	Growth Management	High	Yes	7/1/2015	Ongoing	Ongoing	Ongoing	Town Council passed resolution to support Bluffton Cultural District on November 10, 2015. Staff continues to support the Mayor's Cultural/Heritage Tourism initiative.
Town Ownership Assessment for Old Town Roads	Growth Management	High	Yes	7/1/2015	3/31/2016	April, 2016 - Workshop	100%	Initial identification and assessment is complete. Town Council provided direction for Town Manager to work with Town attorney to accept HD streets in the Town street system.
Calhoun Street & Adjacent Area Plan	Growth Management	High	Yes	3/1/2014	12/31/2015	October, 2015 - Workshop / January, 2016 Workshop / February, 2016	100%	Study is complete and inclusive of Old Town parking analysis, street design, traffic calming, and infrastructure assessment. Town policy and Capital Projects will be presented for Town Council consideration for implemnetation in future fiscal years.
Business License; Monitoring, Advocacy	Finance and Administration	High	Yes	Ongoing	Ongoing	Ongoing	Ongoing	Staff continues to monitor and work with State officials regarding SC Business License Reform. Municipal Association of SC developing portal for central payment of business licenses.
Short Term Rentals Report/Direction	Growth Management	High	Yes	12/1/2015	Ongoing	Ongoing	75%	Town position dependent upon International Building Code provisions.
Don Ryan Center for Innovation Facility & Space	Executive	High	Yes	1/1/2015	6/30/2016	July, 2015	100%	DRCI permanent space provided by Southeaster Development Associates at Buckwalter Place Commerce Park as part of Public Private Partnership Agreement between Town of Bluffton, Bluffton Public Development Corporation, and Southeastern Development Associates. New facility availalbe Q2/Q3 2017.
Town Wide/ Old Town Street Light Policy and Plan	Growth Management	High	Yes	7/1/2015	6/30/2016	April, 2016 - Workshop	75%	Staff working with SCE&G to determine lighting options and cost estimates for consideration by Town Council.

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TOWN MANAGER CONSENT INITIATIVES								
Employee Classification, Compensation & Organization Study and Policy Direction	Human Resources	Top	Yes	7/1/2015	6/30/2016	TBD	75%	Study underway with Springsted Inc.
Municipal Code Book: Re-Codification	Executive	Top	Yes	7/1/2015	6/30/2016	Ongoing	75%	Project underway with MuniCode Corporation. Department Head review complete. Final review by Town Attorney underway.
Town Government: Restructure	Town Manager	Top	Yes	8/1/2015	12/31/2015	November, 2016	100%	Town Manager implemented several Departmental reorganizations to improve staff and program efficiencies.
Town of Bluffton: Website Overhaul	Finance and Administration	Top	Yes	7/1/2015	6/30/2016	NA	75%	Project underway with Hazel Digital Media. Final design and functionality complete. Final review and edits underway.
MS4 Program: Federal Permit Approval and Program Implementation	Engineering	Top	Yes	FY2015	12/1/2015	NA	100%	National Pollutant Discharge Elimination System Permit (NPDES) provided to the Town effective December 1, 2015. MS4 Program implemented over 5 year permit cycle and will be phased over several Fiscal Years.
Boards, Commissions, and Committees: Action Plan/Curriculum	Executive	High	Yes	7/1/2015	3/15/2016	NA	100%	Community orientation presentation/curriculum on March 6, 2016. Recruitment for membership continues through calendar year and will occur annually.
Town Signage Improvements	Growth Management	High	Yes	8/1/2015	Ongoing	NA	Ongoing	Signage improvements include removal of signage clutter along major thoroughfares, improvements to HD Welcome signage, and additional wayfinding signage for Rotary Community Center and Town parks.
File Management & Records Retention Assessment	Executive	High	Yes	7/1/2015	6/30/2016	NA	0%	Project includes assessment of hard copy file management, server space, digital files, and archive system estimate of process and cost to implement formal file management and archive system.
Information Technology Strategic Plan	Finance and Administration	High	Yes	7/1/2015	6/30/2016	NA	100%	Strategic Plan identifies direction for technology hardware, software and functionality. Plan will be funded and implemented during FY budget preparation.
MS4 Program - Stormwater Ordinance: Revision	Engineering	High	Yes	7/1/2015	FY2017	FY2017	25%	MS4 Permit requires necessary Town Ordinance amendments in place by 4/1/2017. Ordinance amendments include consideration of the SC Coastal Low Impact Development Manual and amendment of Stormwater Ordinance provisions to update based upon best practices and current MS4 Permit requirements. Staff will propose amendments in FY 2017.
May River Watershed Sewer Master Plan with BJWSA	Engineering	High	Yes	FY2013	9/31/15	October, 2015	100%	May River Watershed Sewer Master Plan recommended by May River Watershed Action Plan Advisory Committee and adopted by Town Council as a Resolution in conjunction with BJWSA, with review from Beaufort County Stormwater Utility Board. Sewer Master Plan is adopted as an appendix of the May River Watershed Action Plan.
BLUFFTON PUBLIC DEVELOPMENT CORPORATION INITIATIVES								
Buckwalter Place Public/Private Partnership Agreement for Public Infrastructure	Bluffton Public Development Corporation	Top	Yes	1/1/2015	8/31/2015	July, 2015	100%	Agreement has been executed by Southeastern Development Associates, Bluffton Public Development Corporation, and Town Council. See agreement for details.
Buckwalter Place Development Program/Master Plan	Bluffton Public Development Corporation	High	Yes	1/1/2015	6/30/2016	July, 2015	100%	Master Plan endorsed by the Bluffton Public Development Corporation and approved by Town Council on July 14, 2015.

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Bluffton Marketing & Business Development	Bluffton Public Development Corporation	High	Yes	1/1/2015	Ongoing	TBD	Ongoing	Town Marketing Program in conjunction with Bluffton Heart of the Lowcountry underway. Bluffton Public Development Corporation to institute Bluffton Business Retention and Expansion program.
Business & Economic Development Video	Executive	Top	Yes	7/1/2015	6/30/2016	TBD	50%	The purpose of the Economic Development Video Project is to produce a short video, approximately three and one-half minutes long. The objective of the video is to emphasize the Town's commitment to economic development, specifically highlighting that its initiatives are in harmony with preserving the Town's natural resources and cultural history while promoting quality of life in a coastal community.
Bluffton Public Development Corporation: Reports	Bluffton Public Development Corporation	Top	Yes	7/1/2015	6/30/2016	June, 2016	Ongoing	Bluffton Public Development Corporation to provide Annual Report and facilitate annual joint meetings between the Bluffton Public Development Corporation and Town Council.
Hotel Feasibility Study	Bluffton Public Development Corporation	High	Yes	7/1/2015	On Hold	On Hold	On Hold	Site specific market research and feasibility studies by others. Town staff to support as needed.
DON RYAN CENTER FOR INNOVATION INITIATIVES								
Don Ryan Center for Innovation: New Qualified Innovators (5-8)	Don Ryan Center for Innovation	Top	Yes	7/1/2015	6/30/2016	NA	100%	Highlinesale.com, Monroneylabes.com, Shop843.com, Hales Medical, and LeDome Champagne Truffles.
Don Ryan Center for Innovation: Graduate Innovators (5)	Don Ryan Center for Innovation	Top	Yes	7/1/2015	6/30/2016	NA	75%	MobiPet, Village Features, and Page 1 Media graduated. Two additional graduates no later than June 30, 2016.
Don Ryan Center for Innovation: Clemson University Agreement	Don Ryan Center for Innovation	Top	Yes	FY2015	7/31/2015	July, 2015	100%	1 year renewable agreement executed.
MANAGEMENT IN PROGRESS INITIATIVES								
Major Home Repairs Program (Up to \$25,000): Five Applications	Growth Management	Top	Yes	5/1/2013	12/31/2015	NA	100%	5 homes have been repaired. Improvements include roof, windows, doors, flooring, and other similar repairs.
Development Agreement Renegotiations	Executive	High	Yes	Ongoing	Ongoing	TBD	Ongoing	Town renegotiation of Kent Estates Development Agreement with removal of 449 residential units, and 119,000 square feet commercial density to the Town's Density Bank. Kent Estates Development Agreement termination approved by Town Council in November, 2015.
Emergency Operation Plan: Update	Police	Top	Yes	Ongoing	Ongoing	NA	100%	FY16 General All-Hazard Plan complete in addition to five specific Haard Plans. Annual updates required.
Disaster Recovery Plan: Update	Police	Top	Yes	Ongoing	Ongoing	NA	100%	FY16 Disaster Recovery Plan complete. Plan established in conjunction with Beaufort County Emergency Management staff and planning efforts. Annual updates required.
Community Safety Action Plan: Monitoring/Reporting	Police	Top	Yes	Ongoing	Ongoing	NA	100%	FY16 Community Safety Action Plan complete and includes community safety trends and implications. Bluffton Poilice Department Operations responsive to the plan findings. Annual updates will be provided.
Beaufort County Parks & Recreation: Monitoring/Ongoing Update Report	Executive	Top	Yes	7/1/2015	6/30/2016	TBD	0%	Report findings will identify Town and County park facilities within municipal boundaries.
EnerGov: Update to Enterprise 9 - Online Permitting - Small Permits	Growth Management	Top	Yes	FY2014	7/15/2015	NA	100%	EnerGov Enterprise is live and available online. Additional online functionality continues to be added.
Business License: Audit	Finance and Administration	Top	Yes	Ongoing	Ongoing	NA	Ongoing	Sample of 25 businesses will be selected with audit notice by March 31, 2016. Audit processing over 6 month timeframe.

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May River Watershed Headwaters Stormwater Inventory	Engineering	Top	Yes	FY2014	Ongoing	NA	100%	May River Headwaters inventory complete and includes public and private stormwater infrastructure. Staf is testing inventory model to determine reliability of data. Inventory will be utilized as background for the May River Watershed Water Quality Model and for Town asset management of infrastruture. Inventory will be updated as new infrastructure is aded to the system and will be expanded beyond the May River Headwaters to include the entire May River Watershed in future FY's.
"No Wake Zone" from OFP to Calhoun Dock	Engineering	Top	Yes	FY2014	6/30/2016	NA	25%	No Wake Zone to extend from Oyster Factory Park Boat Landing to Calhoun Street Dock. Town will coordinate request with SCDNR upon completion of OFP Dock per SCDNR preliminary feedback.
May River Watershed Water Quality Model	Engineering	Top	Yes	FY2014	6/30/2016	April, 2016 - Workshop	75%	Water Quality Model will assist with identifying key watershed areas for stormwater volume reduction policy and projects as well as potential impact of future development. Model complete. Staff testing data to determine reliability of findings.
Care Core National Retention/Expansion Strategy	Executive	Top	Yes	Ongoing	Ongoing	Ongoing	Ongoing	Town Council approval for EviCore acquisition of approximately 3 acres of Town owned property at Buckwalter Commerce Park in January, 2017. Closing will be scheduled no later than June 1, 2016.
Land Acquisitions	Executive	Top	Yes	Ongoing	Ongoing	TBD	Ongoing	Town land acquisiton remains a top priority. Town Manager presents opportunities to Town Council as they become available for consideration.
CAPITAL IMPROVEMENT PROGRAM INITIATIVES								
Town Hall Redevelopment Assessment	Engineering	High	Yes	7/1/2015	FY2017	January, 2016 - Workshop	100%	Structural analysis and asbestos report completed. Preliminary project scope, budget, and schedule proposed to Town Council at January 19, 2016 Town Council Quarterly Workshop. Project funding will be proposed in FY17 Town CIP Budget.
Community Safety Cameras: Installation	Engineering	Top	Yes	FY2015	8/31/2015	NA	100%	Public Safety Cameras installed throughout Bluffton Historic District. Phase 2 project consideration will be proposed in FY17 Strategic Planning and Budget Preparation.
Old Town Police Sub-Station	Engineering	Top	Yes	11/15/2015	7/31/2015	NA	100%	Old Town Police Substation complete. Town Council Ribbon Cutting on August 25, 2015.
DuBois Park Improvements	Engineering	Top	Yes	7/1/2015	2/29/2016	NA	100%	Current round of improvements are complete. Improvement included lighting, park barrier on Boundary Street, pedestrian safety/park use signage, landscape/hardscape improvements, Greenbug Pest Management System. Received PARD grant award. Final installation of improvements will include playground surface with installation expected no later than 2/29/16. A sail to provide shade will be added at end of FY16 as funding allows.
Tom Herbkersman Commons Improvements	Engineering	Top	Yes	FY2015	6/30/2015	NA	100%	Improvements included Oak Tree, lighting, landscape/hardscape.
Old Town Sign, Lighting, Park Improvements	Engineering	Top	Yes	7/1/2015	11/30/2015	NA	100%	FY16 budgeted funds expended. Improvements included Oyster Factory Park lighting and underbrushing.

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Oscar Frazier Park Improvements	Engineering	High	Yes	6/1/2015	9/30/2015	TBD	100%	Underbrushing completed. Parking lot signage improved. Lighting added to Rotary Community Center.
Oyster Factory Park: Garvin House Restoration	Engineering	Top	Yes	5/1/2015	12/31/2017	June, 2015 - Workshop / March, 2016 - Workshop	25%	Contract for \$292,067 has been executed with Construction Consultants, Inc. The Town was awarded a \$200k grant from South Carolina Department of Parks recreation and Tourism (SCPRT) and a \$60K grants from the State Historic Preservation Office (SHPO). The contractor mobilized on April 20th and construction has commenced. Project scope includes Garvin House restoration, landscape, hardscape, interpretive signage and lighting.
Oyster Factory Park: Parking Lot Improvements	Engineering	Top	Yes	FY2015	4/15/2016	July, 2015 - Workshop	100%	Project resulted in additional boat and vehicle parking spaces, signage, and improvements to the finctionality of the Oyster factory Park parking lot.
Oyster Factory Park: Day Dock / Boat Ramp Improvement	Engineering	Top	Yes	FY2015	4/15/2016	July, 2015	100%	Project scope includes 2-lane boat ramp, 150' day dock, access ramp/path to parking lot, signage, and tree planting.
May River Road Streetscape Project (SCDOT): Final Phase	Engineering	Top	Yes	FY2014	12/31/2017	November, 2014 & April, 2015 - Workshop / July 2016	25%	Town staff is working to prepare the landscpae/hardscape plan, obtain necessary easements for construction, obtain the necessary encroachemnt permit for construction with SCDOT, and is preparing the constuction bid specifications and documents for Town Council consideraion in July, 2016.
Goethe Road/Shults Road Sidewalk Project - Phase 1	Engineering	Top	Yes	FY2015	12/31/2016	April, 2016 - Workshop	25%	Project scope includes 5' sidewalks along Goethe Road and Shults Road. Town staff is working to obtain the necessary construction easements. Project construction will commence in 3rd Q 2016.
319 Grant Phase 1: Stormwater Pilot Project Closeout	Engineering	Top	Yes	FY2013	10/31/2015	NA	100%	Project complete 10/31/15. Notice of termination submitted to SCDHEC. Awaiting close out of SCDHEC Land Disturbance Permit.
319 Grant Phase 2: Pine Ridge Stormwater Pilot Project	Engineering	Top	Yes	FY2013	8/31/2016	January, 2016	25%	Town Council awarded bid contract at January 13, 2016 Town Council meeting. Construction began in February, 2016. Construction ends no later than June 1, 2016 with EPA Clean Water Act 319 Grant close out no later than 8/31/16.
Hampton Lakes Stormwater BMP Retrofit	Engineering	Top	Yes	FY2015	TBD	TBD	0%	Grant funding was not received; working to identify additional funding. Project on hold.
Stoney Creek Wetlands Restoration	Engineering	Top	Yes	FY2014	TBD	TBD	10%	While data collection continues, property owners have not agreed to a final project yet. To date a wetland delineation is complete, property boundaries have been surveyed. Currently collecting hydrology data. Conceptual design to be complete no later than 4/1/16.
Toy Fields Neighborhood Grinder Pump System	Engineering	Top	Yes	FY2015	2/29/2016	October, 2014	100%	Project complete.
Jason/Able Street Utility & Sewer Improvements	Engineering	High	Yes	7/1/2015	1/31/2017	December, 2015	10%	Town and BJWSA executed Memorandum of Understanding in January, 2016. BJWSA will manage project with Town support. Final engineering design by February 1, 2016. Provides sewer availability to more than 35 properties. Refer to MOU for further details.

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Buck Island Sewer and Sidewalk Project: Phase 3	Engineering	Top	Yes	FY2013	5/30/2016	August, 2015	75%	Project scope includes sewer installation and 5' sidewalk installation. Construction started October 5, 2015. Project will assist with 42 homes served with approximately 130 residents.
Buck Island Sewer: Phase 4	Engineering	Top	Yes	FY2014	12/31/2016	May, 2016	25%	Currently finalizing acquisition 18 utility and construction easements. SC Department of Commerce is reviewing Bid documents. Project will be advertised for bid in May with consideration of construction contract by Town Council in July, 2016. Pending easement acquisition, construction to begin July 2016 and CDBG Community Development Block Grant close out in December 2016. Project will assist with 33 homes served with approximately 100 residents.
Buck Island Sewer: Phase 5 Design	Engineering	Top	Yes	FY2015	1/31/2016	TBD	100%	Project scope includes sewer design. The sewer was redesigned to reroute it around one large parcel and an additional area was incorporated into the project scope for design inclusion, both of which extended the design timeline. Design is 100% complete. Moving forward with the permitting in preparation of approval for FY17 funding. Project will assist with 30 homes served with approximately 90 residents.
Buckwalter Place Tech Park Infrastructure: Initiation	Bluffton Public Development Corporation	Top	Yes	7/1/2015	3/31/2017	July, 2015	25%	Master Plan approved by Town Council. Civil engineer design expected to be complete March 31, 2016. Mass grading to begin 2nd Q 2016. Town to execute construction management agreement with master developer, Southeastern Development Associates for design/build of public infrastructure.